

	Montana Operations Manual <i>Procedure</i>	Category	Information Technology, Infrastructure
		Effective Date	04/01/2016
		Last Revised	Not Approved Yet
Issuing Authority	Department of Administration State Information Technology Services Division		
PRO-Information Technology Procurement Request (ITPR) Procedure			

I. Purpose

This procedure provides steps to ensure the POL-Information Technology Procurement Request is upheld. In accordance with ARM 2.12.204, regardless of project cost, all state agencies shall submit a request on required Department of Administration (DOA) forms for all information technology acquisitions or state agency development efforts as required by DOA policies, standards, procedures, and guidelines.

In accordance with the policies and principles established in sections 2-17-505 and 2-17-512, MCA, and as further defined in ARM 2.12.204, DOA shall review the ITPR and, based on its review, approve or deny each request.

II. Scope

This procedure applies to all state agencies, subject to the exemptions in 2-17-516 and 2-17-546, MCA.

III. Requirements

A. Agency Requirements:

1. The agency shall submit an ITPR.
2. The ITPR must include the type of procurement (hardware, software, professional services, etc.), a description of the business need/justification, initial cost, ongoing cost, procurement method, policy and standard compliance, agency IT plan compliance, risk assessment as defined by the State Chief Information Security Officer, any supporting documentation, final contracts, amendments, or statements of work, as applicable.
3. The agency shall:
 - a. ensure the quality of the request for proposals (RFP), contract, statement of work (SOW) or other related procurement vehicles, including ensuring that all standard SITSD language is contained in the document(s);
 - b. ensure an adequate level of security for all data within the department and include appropriate security requirements,

as determined by the department, in written specifications for the department's solicitation of data and IT resources. See POL-Information Security Policy and related appendices;

- c. ensure an adequate level of consideration is given to the impact that the acquisition of an IT activity may have on the security and operation of the state network. See POL-Information Security Policy and related appendices;
- d. maintain auditable records for review and approval; and
- e. maintain a FRM-Quarterly Agency IT Procurement Log Form of acquisitions made under the agency's delegated authority and submit the log to SITSD on a quarterly basis. See GDE-Information Technology Procurement Request Delegated Authority Guideline.

- B. DOA/SITSD Requirements: The department will use the following process in reviewing, approving, or denying ITPRs:
- 1. Present the request to the Technical Review Board (TRB) for review, approval, or denial. The TRB is composed of SITSD subject matter experts who:
 - a. determine if the request meets all applicable policies, standards, procedures, and guidelines;
 - b. determine if the request meets network, application, server, and/or security specifications and standards;
 - c. verify if the request complies with the goals of the state information technology strategic plan;
 - d. determine if the request is based upon agency-defined business requirements;
 - e. verify the request supports the agency's current information technology strategic plan;
 - f. determine if an enterprise system/service already exists and direct the agency to use the enterprise system/system in accordance with Executive Order 09-2016;
 - g. review supporting documentation, final contracts, amendments, or statements of work to ensure compliance with state law(s);
 - h. work with the requesting agency for additional information as needed; and
 - i. provide a quarterly report to the Information Technology Board containing total ITPRs submitted, approved, denied, total initial costs, total ongoing costs, and total "no-cost" ITPRs.
 - 2. Approve or deny the request and notify the state agency of the decision. Notification will include reason for approval or denial.
- C. All formal agreements, amendments and statements of work must comply with the state procurement policies, laws and contain a State CIO

signature block. Title 18, MCA, 2-17-512(1)(k)-(l), MCA and ARM 2.12.204.

1. The State CIO or their designee shall review, approve, and sign all contracts and agreements, 2-17-512(1)(l), MCA, and 2-17-514, MCA.
- D. DOA/SITSD may delegate duties associated with the procurement of information technology to agencies, so long as the duties are carried out to conform with the requirements established in an information technology procurement delegation between DOA and state agencies. Delegated procurement items can be found in Appendix A of the GDE-Information Technology Procurement Delegated Authority Guideline.

IV. References

Note: General information about roles and responsibilities, enforcement, references, and other material applicable to all IT instruments is provided in the POL-Information Technology Reference Policy.

A. Legislation

1. Section [2-17-505, MCA](#)
2. Section [2-17-512, MCA](#)
3. Section [2-17-514, MCA](#)
4. [Title 18, chapter 4, MCA](#) (Montana Procurement Act)

B. Executive Orders and Administrative Rules

1. [State of Montana Executive Order No. 09-2016](#)
2. [ARM 2.12.204](#)
3. SPB Administrative Rules: [ARM Title 2, chapter 5](#)

C. Policies and Procedures

1. Montana Operations Manual
 - a. [POL-Information Technology Procurement Request Policy](#)
 - b. [POL-Information Security Policy](#)
 - c. SPB Policies in the Montana Operations Manual: [Procurement](#)
2. SITSD Policies and Procedures
 - a. [PRO-Approval of Software for Enterprise Use Procedure](#)

D. Guidelines and Standards

1. [GDE-Information Technology Procurement Delegated Authority Guideline](#)

E. Forms, Memoranda, and Other References

1. [FRM-Quarterly Agency IT Procurement Log Form](#)